

INSTRUCTIONS FOR INCOMING TRAINEES

Dear Applicant,

Thank you for your interest in applying for an exchange to South-Eastern Finland University of Applied Sciences (Xamk).

We use the SoleMOVE mobility programme for handling exchange applications. To ease the process, we have created this brief guide. If you have any questions, please, turn to the coordinator on the campus you are applying to.

Kouvola Campus: Anna-Reetta Vantola, anna-reetta.vantola@xamk.fi

Kotka Campus: Anna-Reetta Vantola, anna-reetta.vantola@xamk.fi

Mikkeli Campus: Sari Kärkkäinen, sari.karkkainen@xamk.fi

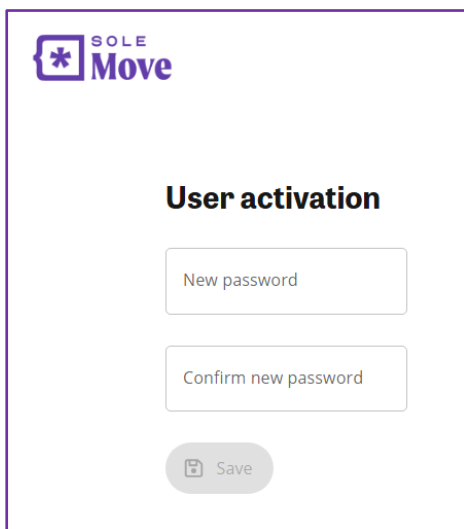
Savonlinna Campus: Lea Reponen, lea.reponen@xamk.fi

SoleMOVE

Picture 1 When we have received your nomination, you will be sent an email message about the application process from a Solemove email account. As the message could go to your spam folder, please, check that folder, too. To start, you need to follow **the first link** in the email to activate your account, as shown below. The account is formed when you create and set the password.

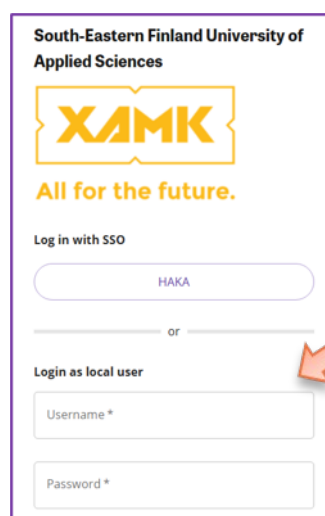
Picture 2 The message also contains a username generated for you and **another link for logging in** to the system. You need to log in as local user.

Picture 1



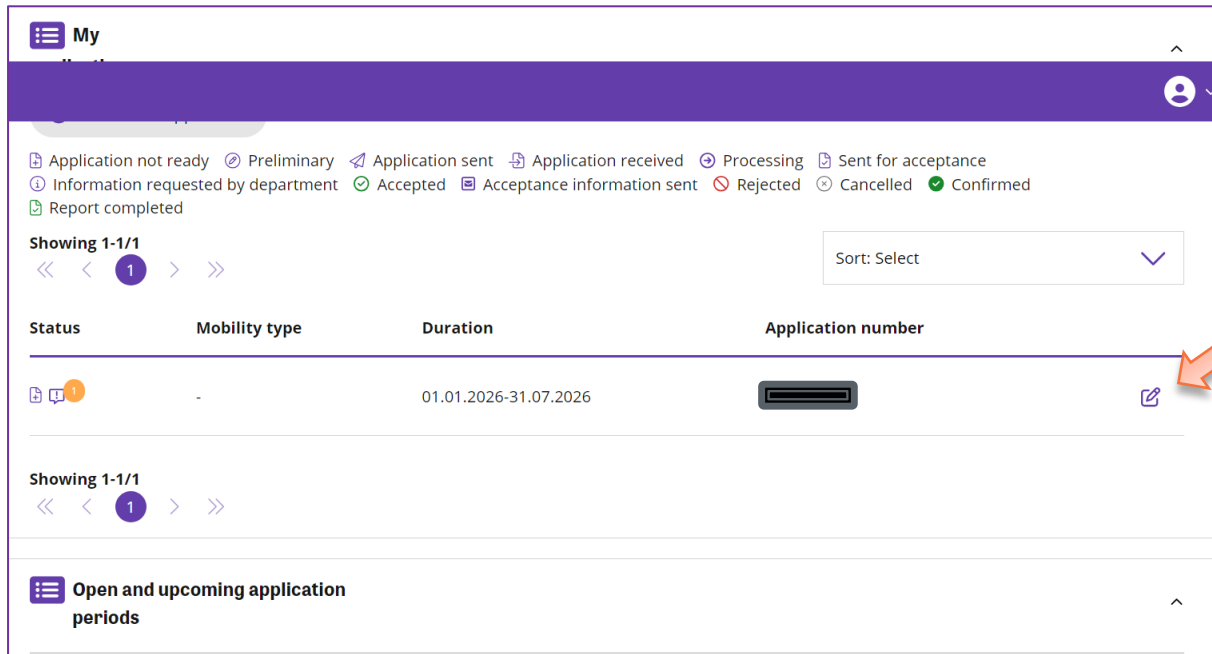
The screenshot shows the 'User activation' page of the SoleMOVE system. At the top left is the SoleMOVE logo. The title 'User activation' is centered. Below it are two input fields: 'New password' and 'Confirm new password'. At the bottom is a 'Save' button with a floppy disk icon.

Picture 2



The screenshot shows the login page of the South-Eastern Finland University of Applied Sciences (XAMK). At the top is the XAMK logo and the tagline 'All for the future.'. Below is a 'Log in with SSO' section with a 'HAKA' button. An 'or' separator follows. Then is a 'Login as local user' section with 'Username *' and 'Password *' input fields. An orange arrow points to the 'Login as local user' section.

You can see a normal application created by the system below. Click the edit icon to continue, please do not create a new application.



My

Application not ready Preliminary Application sent Application received Processing Sent for acceptance
Information requested by department Accepted Acceptance information sent Rejected Cancelled Confirmed
Report completed

Showing 1-1/1

<< < 1 > >>

Sort: Select

Status	Mobility type	Duration	Application number
	-	01.01.2026-31.07.2026	

Showing 1-1/1

<< < 1 > >>

Open and upcoming application periods

Choose 'Traineeship' as the **Mobility type**. Choose the right option available as the **Application period**. It is possible to change the Mobility and Application type but this may affect your application form.

Mobility type *

P - Traineeship

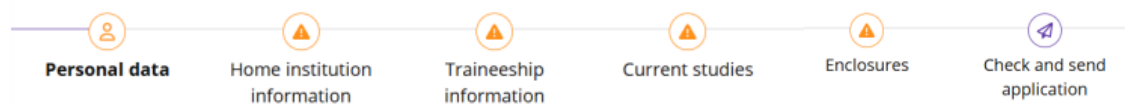
Application period *

In practical training 2025-2026 / 28.02.2025 00:00 - 07.03.2025 23:59

1. Personal data

The application is divided into tabs. Please, remember to save the changes when leaving a tab. Mandatory fields are marked with an asterisk (*). If any mandatory data is missing, the tab's icon is orange. You should start by filling in your **Personal information** and **Contact person in case of emergency**. Please, note that some information comes from the nomination and cannot be changed.

Application number	Applicant	Mobility type	Application period	Application status
12345678	Your, Name	P-traineeship 	In practical training spring 2026 1.9.2025 00:00 – 1.11.2025 23:59 (Time zone Europe/Helsinki) 	Application not ready 



 **Contact person in case of emergency**

Last name *

Given name *

Phone number *

Email

2. Home institution information

Basic **home institution** data comes from the nomination and cannot be changed.

 **Home institution information**

Name of home institution

Country

Here, you should fill in the details of the **Departmental Coordinator** and **International Coordinator** of your **home university**, not Xamk.

DEPARTMENTAL COORDINATOR	
Last name *	Given name *
Email *	Email
Phone number *	

INSTITUTIONAL COORDINATOR	
Last name *	Given name *
Email *	Email
Phone number *	

3. Traineeship information

For the **Duration of exchange**, select a semester from the drop-down menu if the dates are flexible or choose 'Other' and add the planned exchange dates. The **Duration of exchange in months** can be left empty.


Traineeship information

Duration of exchange *

Type to search

Start date

End date

Duration of exchange in months

Receiving unit *

Type and contents of traineeship *

0 / 2000

Work history

0 / 2000

Receiving unit is the department in which you will do your traineeship in. Choose the correct receiving unit and campus town from the drop-down menu. If you are unsure about this, please, contact [the International Coordinator on the campus](#) you are applying to.

Type and content of traineeship mean the areas of your interests (e.g. surgical ward, emergency, etc., for nursing students) as well as the duration (dates) of your exchange + the number of hours you need to complete during your internship.

Work history is not compulsory, but you can describe your previous experience and tell what you have accomplished so far.

4. Current studies

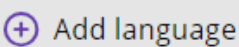
Current studies refer to your studies at your home university.

Current studies	
Degree/diploma you are studying for *	Field of study/major subject *
Number of higher education years completed so far *	Language of instruction at home institution (if not mother tongue)

You need to evaluate at least your knowledge in English. If you have a certificate of your English language skills, please, upload it in **Enclosures**. You can also carry out a self-evaluation at <https://europass.cedefop.europa.eu/resources/european-language-levels-cefr>



Language knowledge



5. Enclosures

Please, upload all enclosures marked with an asterisk (*) as they are mandatory to all applicants. You should also note that your passport / ID document needs to be valid both at the time of submitting the application and during your whole possible exchange period at Xamk / stay in Finland.

Enclosures need to be attached as **PDF files** to ensure that we can open them, except for the photo which should be attached as a picture format.

- Photo
- Transcript of Records (official document from your home university in English)
- Letter of motivation
- Passport/ ID Card
- Language certificate (optional)

Enclosures
Additional information
Download all

6. Check and send the application

When you have filled in all requested information, please, check the application and send it.

Check and send application	
Personal data	OK
Home institution information	OK
Study information	OK
Current studies	OK
Enclosures	OK

[← Back to list](#) [Send](#)

Note! It may read "Traineeship information" instead of "Study information" in SoleMOVE.

7. Approval

Your application will be processed after the application deadline. Once the decision is made, we will inform you but this may take up to one month.

If you are accepted, you will receive a letter of acceptance generated by the system via email. It should be sufficient enough for a visa application, in case you need one.

In the same email you are asked to confirm your exchange to Xamk. We would appreciate if you could confirm your exchange as soon as possible after receiving the letter of acceptance.

Information about your arrival date/time and address in Finland should be added later to SoleMOVE.

Coordinators on the campuses will send the accepted students a separate e-mail (an information package) about the beginning of the semester, accommodation, etc. You will not receive any info package through SoleMOVE.

Hopefully these instructions have been useful to you!

Best wishes,

Internationalisation Services at Xamk